

# HYCON MFG. COMPANY

2961 East Colorado Street  
Pasadena 8, California

## TRAVEL EXPENSE REPORT

STATINTL

Name [REDACTED] Date **1-2-57** 19\_\_  
Department **425** Period from **12-18-56** A.M. to **12-21-56** A.M.  
Time Date Time Date Time  
Purpose of Trip **Company Business**

Date	Receipt No.	Detail of Expenditure	Miscellaneous (Explain)	Transportation (Fares, Mileage Gas, Oil, etc.)	Meals Amount	Lodging	Total
12-18		Company furnished UAL Ticket #162 1		128352			
12-18		Mileage to Airport - 30 miles		2.40			2.40
12-18		Baggage Handling	1.00				1.00
12-18		Airline Insurance	5.00				5.00
12-19		Baggage Handling	1/00				1.00
12-19		Breakfast			1.25		1.25
12-19		Taxi Fare from airport to Hotel		1.80			1.80
12-19		Luncheon Conference for 2 (1 Hycon)			3.25		3.25
12-19		Taxi Fare		1.60			1.60
12-19		Dinner Conference for 3 (1 Hycon)			18.50		18.50
12-19		Hotel				10.00	10.00
12-19		Baggage Handling	.50				.50
12-19		Telephone Calls	.90				.90
12-20		Breakfast			1.50		1.50
12-20		Luncheon Conference for 3 (1 Hycon)			5.35		5.35
12-20		Dinner Conference for 4 (1 Hycon)			21.00		21.00
12-20		Taxi Fares		8.20			8.20
12-20		Baggage Handling	.50				.50
12-20		Hotel - early arrival-late departure				6.00	6.00
12-21		Parking Fee		3.75			3.75
12-21		Baggage Handling	.50				.50
12-21		Mileage from Airport-30 miles		2.40			2.40
		Car Rental Receipt attached					
TOTALS			9.40	20.15	50.85	16.00	96.40
GRAND TOTAL							96.40

I certify that all statements above are true and that all expenses shown were actually incurred and paid for the

ILLEGIB

Advance: Date \_\_\_\_\_ Amount \_\_\_\_\_

Refund ☐  
Balance Due ☐

Paid by Check/Voucher No. \_\_\_\_\_ Date \_\_\_\_\_